



# The Tribune Institute

## In the World of Women



### UNCLE SAM'S EMPLOYMENT BUREAU FOR WOMEN WORKERS

#### Nation-Wide System to Bring Worker and Job Together

By EDNA MARY COLMAN.



ARK YE! women and girls of the United States, you no longer need pay in your scanty hard-earned dollars to the employment bureaus of your cities, that so often prove a delusion and a snare. The government has established a Woman's Division in the great Federal Employment Bureau of the Department of Labor solely for the purpose of improving the wage earning opportunities and conditions of the women and girls who need and want this kind of help.

Whether you live in Alaska, Florida, Maine or the wilds of Wyoming, the services of this new bureau are yours for the asking!

If you are seeking a nursemaid for your baby, a clerk for your store, a cook, laundress, fruit picker, typist, companion or seamstress, or if you are looking for a place to earn a living in any capacity other than in professional lines, all that is needed is to file your application with Uncle Sam's busy agents and at once the ball will be started rolling to gather up some aid for you.

While the efforts of the Federal Employment Bureau have been engaged for some years in securing jobs for jobless men and helping for employers wanting workers, it is only recently that the needs of women in the industrial world have been given the same measure of consideration.

#### JOBS SECURED FOR WOMEN WORKERS.

Through this plan the bureau now is confronted with a gigantic problem of national scope. There is no more important or difficult problem for national consideration than that of the vast army of the unemployed in this country, which averages more than 2,000,000 persons at all seasons, of whom fully 25 per cent are women.

The work of the bureau, under the Commissioner General of Immigration, Anthony Caminetti, has been proved an unqualified success, placing as it has thousands of unemployed men scattered throughout the cities in the lumber camps, mines and farms, where there was plenty of work waiting for the willing laborer.

Although this agency started out primarily in the interest of the back-to-the-farm movement, by aiding the farmer to handle his harvest through furnishing him with helpers, it has continued to expand its scope until now practically every line of industry is listed on its registers. When the woman's division was planned it was at once decided not to limit the positions sought to those of domestic service, but to make the system of a nature to aid



A New Citizen from Lapland Whose Children Will Be Americans.

every woman wage earner who applied for its services.

#### HOW DEPARTMENTS PULL TOGETHER.

In the development of this scheme the co-operation of four of the big departments of the government was sought by the Department of Labor to help organize a system complete and harmonious, under which city, state and national governments all combine to promote this benevolent purpose. The Postoffice Department, through its 65,000 postoffices, disseminates the information by means of attractive posters and by supplying and mailing the applications, while the Interior Department, Department of Agriculture and Department of Commerce each contributes its quota of assistance in the plan which includes the establishment of stations in every big city in the country.

To facilitate the work the country was divided into eighteen zones of distribution, each one having its headquarters in a large city. For instance, the first zone, including Massachusetts, Rhode Island and Maine, has its headquarters in Boston, with sub-branches in Portland, Me., Providence, R. I., and New Bedford, Mass.

Though most of the zones include in their

territory two or more states, several have but one, as Maryland, with headquarters in Baltimore, or Washington, with headquarters in Seattle.

Besides the station headquarters there are eighty sub-branches. Other zone headquarters are New York City, Philadelphia, Norfolk, Va.; Jacksonville, Fla.; New Orleans, La.; Galveston, Texas; Cleveland, Ohio; Minneapolis, Minn.; St. Louis, Mo.; Denver, Col.; Helena, Mont.; San Francisco, Cal., and Los Angeles, Cal.

In six of these cities women have already been assigned to take charge of the work for women and girls and their instructions are very explicit.

"Applicants must be classified as to age, so that only those over the age of sixteen shall be considered for or directed to employment; all those approaching or above that age shall be given information on hand in aid of vocational selection and training.

"Opportunities should be classified as in the

could accomplish more in the interest of their sisters than men, the plan included the selection of trained and experienced women to address women's clubs, societies and organizations, charitable, philanthropic and welfare organizations for the purpose of interesting employers in the woman wage earner.

Commissioner General Caminetti has declared that the world holds no higher or more important work for women than is to be found in their working for the betterment of the industrial conditions of the country, particularly in the interest of women. If every woman who belongs to a club or a society of any sort would impose upon herself the obligation of seeking out at least one opportunity for some man or woman to find work the unemployed problem would be greatly diminished.

#### HOW THE POSTOFFICE HELPS.

The Bureau of Investigation, through this new division, aims to afford to the residents of the remotest rural sections, as well as the occupants of the cities, the information con-



Some of the Women Who Are Willing and Eager to Work if Only They Can Find a Place.

public employment agencies of the vicinity, if there happen to be any; if not, then according to the trades and vocations there established, and should be divided into three groups, temporary, seasonal and permanent. Applicants should be given information about opportunities listed and should be advised for filling them according to their abilities and training, with a view to their advancement to better positions and their progress in efficiency."

The policy of the women and girls' division, for the establishment of which a bill was introduced in Congress, is not only to direct and aid in finding work for its applicants, but to continue its interest in them after they have been placed, through the supervision of the nearest local officer, who is directed to look them up from time to time to note their welfare and progress.

Nor does the work stop with the applicants and employers. With the belief that women

cerning the opportunities for securing help and work. So thorough is the plan that both classes of applicants are provided with printed application blanks, which must be filled out and signed.

In the case of the employe, the names and addresses of two former employers must be given, as well as the age, height, weight, place of nativity of the applicant and, if of foreign birth, the number of years' residence in the United States. The trade or calling must be given, also the wages expected, whether married or single, and if married the names of husband and children, whether or not family must accompany applicant, the amount of money she would be willing to spend for railroad or other transportation to a place of employment, the languages spoken, reason for loss of two former positions, the wages received in them, physical conditions, etc.

When this has been filled out it is returned

according to your height, age and sex, notes on alcohol, tobacco and the effect of posture—these are some of the themes treated as interestingly as they are simply. You will find no fads and fancies in "How to Live." You will find inspiration for every day life and much helpful advice on how to live it.

**INCREASING HOME EFFICIENCY.** By Martha Bensley Bruere and Robert W. Bruere. Published by the Macmillan Company, New York. Price \$1.25.

System vs. Chance is the theme of this book, which deals principally with the economic side of home administration. It is a much easier task for the average woman to systematize her housework than it is to systematize the spending of her income so that the greatest possible result is obtained from the disbursement of a given sum. It is largely a question of apportionment, and when this problem is solved satisfactorily the housewife has gained a tolerably comprehensive grasp of the underlying principles of economy. This book is full of valuable suggestions to the housewife who is intelligently trying to get the best out of what she has and to manage so that ends not only meet, but lap a little.

**HOW TO KEEP HOUSEHOLD ACCOUNTS.** By C. W. Haskins. Published by Harper & Brothers, New York. Price \$1.00.

It seems to be a well-established fact that the safe and sane disposal of the family income is the main source of domestic bliss. The last of the month is necessarily more or less disagreeable, but carefully kept household accounts lessen the pressure considerably. In his book on the keeping of household accounts Mr. Haskins deals with the science of household economics, from both the historical and practical side, in an exceedingly pleasant and interesting manner. The mysteries of accounting, the home account book and the balance sheet are explained, and budgets, vouchers, inventories and bank accounts are not neglected. In short, the housewife is told just how to account for every cent of income and outgo.

**THE EFFICIENT KITCHEN.** By George Boynton Child, of the Housekeeping Experiment Station, Stamford, Conn. Published by Robert McBride & Co., New York. Price \$1.25.

This book is at present the accepted standard of efficiency in the arrangement, equipment and management of a modern kitchen. Its value to the housewife lies in the fact that it did not emanate from the classroom as the solution of a theoretical problem, but grew out of the actual effort of an intelligent, trained woman to meet the real need imposed upon her by the necessity of managing a house and bringing up a family on a limited income. It covers every detail of housework and suggests a system so simple and complete that any woman may apply it to her own needs and find that it helps her to lighten her work, manage her income to better advantage and turn worry and drudgery into confidence in herself and the kind of skill that brings to work the keen interest of conscious efficiency.

**THE BOSTON COOKING-SCHOOL COOK BOOK.** By Fannie Merritt Farmer. Published by Little, Brown & Co., Boston. Price \$1.50 net.

Every housewife, old or young, experienced or inexperienced, can learn much from the Boston Cooking-School Cook Book. It is sufficiently clear and simple to be used by the novice and yet the recipes are attractive and varied enough to interest the expert. One excellent feature is the accuracy of the recipes as to measurement and directions. Great chefs have assured us that the chief trouble with women cooks is that they refuse to be accurate either as to measurement, time or processes in cooking. The teachings of this book should go a great way toward removing this difficulty by making it possible for every woman to prove for herself that it pays to follow reliable directions.

**PRACTICAL COOKING AND SERVING.** By Janet Mackenzie Hill. Published by Doubleday, Page & Co., 11 W. 32d St., New York. Price \$1.50. Postage 25 cents.

This cook book has a double value, for it tells the housewife not only what to cook and how to do it, but just how and when to serve in the most attractive way the results of her labors. It will be most useful to the novice because it gives clearly and plainly all elementary processes of cookery, explaining precisely what is meant by boiling, steaming, poaching—which is a kind of casserole cookery in which no liquid is used—and other methods of making savory dishes. A time table is given so that the cook will know precisely how long to roast, boil or bake any given viand. The book is profusely illustrated with photographs of the dishes under discussion.

**LAUNDRYING.** By L. Ray Balderston. Published by L. R. Balderston, 1224 Cherry St., Philadelphia, Penn. Price \$1.25, postpaid.

This book is almost the last word on the laundry question and should be of as much service to the housekeeper as to the teacher of Home Economics. Miss Balderston tells just how to clean every kind and description of fabric and garment. There is no stain for which she has not given the cure. The chapter on laundry equipment will be very suggestive to the housekeeper who likes to have the washing done at home.

**SUCCESSFUL HOUSES AND HOW TO BUILD THEM.** By Charles E. White, Jr., M. A., I. A. Published by The Macmillan Co., 64 Fifth Avenue, New York. Price \$2.00.

This book is authoritative and it includes every detail of house building from the choice of a site to the construction, plumbing and finishing. It helps you to understand something of the why and wherefore of architectural styles and is rich in suggestions of the features that make home attractive as well as essential that make it sanitary and efficient. Especial attention is paid to the drainage, plumbing and heating, three very important points that are often neglected because of the owner's lack of knowledge and inability to perceive what is needed.

to the postoffice direct or through the rural mail carrier, all of whom carry both classes of blanks, when it will be forwarded to the proper office of the Department of Labor for action. No postage is required when thus returned, and the applicant will be notified when the kind of work desired is available.

The same process is followed in the stations, except that the applicant has the advantage of the personal appeal, for by talking over her needs with the woman official in charge a better understanding of her qualifications are obtained and the officer gets a clearer idea of the sort of position in which the woman would be likely to do the best work. Another advantage is the opportunity for the employer and the would-be employee to meet, being brought together by the officer for the purpose of discussing their respective and mutual demands before any arrangement has been made.

The majority of the applications that come in call for individual attention. While certain set rules are observed, there are always personal elements and eccentricities that no definite set of rules can entirely meet; therefore tact and experience are the best assets of the trained women who must go into every detail of the cases that come to them.

#### CATECHISM OF EMPLOYERS.

For the employer who seeks a worker there is another blank requiring most detailed information; also references as to his or her standing in the community, integrity in business, etc., as no woman or girl is sent to any place of employment until its character is definitely established to the satisfaction of the official of the station. Furthermore, no women or girls are advised to leave one community to work elsewhere unless there is definite knowledge of the conditions that prevail in the places wanting women workers. The plan is to have concise records kept of the industrial history of each applicant, in order that her degree of experience and also her ability may be known.

While the great majority of applications are for work of domestic nature, many city women, tired of the steady commercial grind of factories and other industrial concerns, have found more congenial work in the smaller cities and towns. Of these already there are quite a number who have become convinced of the advantages of work in private homes, and there are thousands of homes where such service is desired and sought.

All over the land there are the huge farms, plantations, estates and ranches where the size and equipment demand business management and where there is need for clerks, bookkeepers, typists, secretaries and stenographers, as well as domestic help and farm help. In many cases governesses are needed for the children, companions and attendants for aged and invalids.

In the big dairy and poultry plants, as well as the stock farms, modern methods are the

#### Kindly, Tactful Women Officials Help Women Who Need Work

secret of growth, and these offer freer, less restricted, more healthful wage earning positions than many of the congested mill districts can open to women.

#### WOMEN OFFICIALS THE BEST.

The women officials in charge of this work for women have to be past mistresses in the art of diplomacy and to know human nature as it is, devoid of the polish and veneer of education and refinement.

They have to sift out little grains of fact and truth from sob stories, hard luck tales and whole chapters of adversity. They must know when and how to call the bluff that hides inefficiency and instability and do it all as kindly, firmly and effectively as really to get beneath the surface of all protestation to the real need of real women.

Babies, legitimate and otherwise, have to be considered, disposed of and cared for. They are kept with the mother if it is a possibility and it is impressed upon the mother that it is her duty to maintain her child above every other consideration. Older children are temporarily placed in homes or institutions, wherever it seems best and most feasible, and have even been adopted. Sick women are aided in treatment.

The good offices of these earnest officials have even extended to the untangling of domestic difficulties. To no real problem of an honest work-seeking applicant is a deaf ear turned. Comedy, pathos and even tragedy mingle in the tales that are poured into the sympathetic ears of these officials, but it is humanizing beyond belief.

The benign influence is not restricted to American-born women, though the whole plan of the Federal employment agency was devised for the aid of native men and women, to get them interested in seeking opportunities to develop themselves and increase their prosperity through avenues that deal with the development of the country's natural resources. Now the immigrants who have complied with the requirements of the laws of the land may also avail themselves of this service.

Much good is expected to result from the nationalized plan, particularly in the standardization of wages and upon all matters pertaining to the welfare of wage-earning women in various industries. Especially will improvement be found through the adjustment of modern industrial mechanism and management to the physical and nervous organization of women and in the influence of industrial employment upon the subsequent home life of wage earning women.

### THE HOUSEKEEPER'S BOOKSHELF



"1001" Tests of Food Beverages and Toilet Accessories. Practical Dietetics with Reference to Diet in Disease. How to Live. Increasing Home Efficiency.

How to Keep Household Accounts. The Efficient Kitchen. The Boston Cooking-School Cook Book. Practical Cooking and Serving. Laundrying. Successful Houses and How to Build Them.

**A** SHELF of carefully selected books, dealing with every phase of the profession of housekeeping, is as necessary to the efficiency of the modern housewife as his technical library is to the engineer or the chemist.

No matter how thorough her training, the housekeeper who is also a domestic scientist must keep abreast of her work by a knowledge of what is being done or discovered by the authorities upon home economics. And no matter how slight her education or experience in household matters, the intelligent housewife can, with the help of the right books, practically train herself.

We give here ten standard books on home economics. These are the old reliables—the foundation of the housekeeper's bookshelf. As new books come out that seem to give newer or better light on the subject, we shall review them and add them to "The Housekeeper's Bookshelf."

**"1001" TESTS OF FOOD BEVERAGES AND TOILET ACCESSORIES.** By Harvey W. Wiley, M. D. Published by Hearst's International Library Co., 119 West Fortieth Street, New York City. Price, Cloth, \$1.50. American Library Edition, 50 cents.

Suppose you could ask the leading food expert of the country just what he thought of fifteen hundred of the most important foods and toilet articles on the market; just what their merits were and wherein their claims and labels were wrong or right? Shall I use cereal coffees or not? and what place should canned foods have in my family's diet?

**PRACTICAL DIETETICS, WITH REFERENCE TO DIET IN DISEASE.** By Alida Frances Patten. Published by A. F. Patten, Mount Vernon, N. Y. Price \$1.50.

Though dedicated to the trained nurse, any mother of a family will find this book at once a simple, scientific and reliable guide in feeding both the well and the sick. And best of all one is not left to struggle with abstract general principles.

Under the headings Beverages, Animal Foods, Vegetable Foods, and Nutritious Desserts are grouped several hundred recipes for carrying out the dietaries outlined. The woman who is laboring under the mental, emotional and physical strain that illness in the household brings will find this book a godsend in solving the problem of how to tempt the appetite of the invalid or the sick child and at the same time give them what they should have.

The general principles of dietetics are laid down, many whys and wherefores explained, weights and measures data are given, and altogether the book thoroughly deserves its carefully worded title.

**HOW TO LIVE.** By Fisher and Fisk. Authorized by the Hygiene Reference Board of the Life Extension Institute, Inc. Published by Funk & Wagnalls Co., New York City. Price \$1.00.

This book covers the housewife's problem viewed from its broadest angle. Much authoritative, well-balanced work and opinion lies back of the soundly scientific and simply practical tenets of health and preventive measures set out in this work on personal hygiene.

The preface and introduction, with their plea for a "balance in the savings bank of life," for a health ideal that means not merely escaping invalidism, but attaining "exuberant and exultant health," present the home ideals which make housekeeping an inspiring profession.

Air, out doors and in, day and night; Food, quantities and kind and how to eat it; Poisons, from without and within; Exercise; Fifteen Rules of Hygiene; just what you ought to weigh

### IT HAS BEEN MY EXPERIENCE



These experiences are all submitted by readers of The Tribune Institute pages. We pay \$1 for each one that is printed.

When cutting pineapple much of the good fruit adheres to the stalk and is wasted. So, after removing outer rind do not cut in slices as usual, but hold the pineapple by the top and shred the fruit away from the stalk. Very little is wasted in this way and less sugar is required to sweeten. —Y. S., Toronto.

In covering jelly with paraffin there is a tendency for the edges to remain uncovered. When this happens, the jelly leaks before you are ready to use it, sometimes spoiling. Therefore, if you take each jelly glass up in your hand and roll the paraffin around the edges before it hardens, you will find this makes the glasses airtight. —Mrs. H. N., Massachusetts.

When cutting and sewing chiffon, crepe de chine or Georgette crepe, I pin the material firmly on paper, then lay on the pattern and cut through the paper. Stitch all together and when done the paper can be torn off and the seams are perfectly straight. —M. M., New York.

I have found that old stockings can be made very useful by cutting off the feet, opening the legs and then sewing several together. Dampen with kerosene, thus making a very soft, serviceable dust cloth. —Mrs. M. J. L., Wisconsin.

If the thrifty housewife wishes to save herself a lot of trouble in making suet puddings for her large family, she will simply keep a lump of suet in her ice box, and when it is required in shredded form, use an ordinary bread grater. She will have a cupful or two of fine shredded suet in a few minutes. —Mrs. E. S. B., Canada.

By saving five-pound cloth sugar bags several years, I made four handsome, serviceable bed-quilts, or "comfortables." Rip bags, wash out in warm water and soap, rinse, dry and iron. Cut in squares, sew together on machine, five bags

wide and six long. Put on quilting frames, fill with best white cotton batting (cost about 30 cents), tie four or five inches apart with blue meringered crochet cotton. Tie in little tufts of blue yarn (or any color desired), cut an inch and a half long. Turn lower edge over on right side and stitch on machine, forming binding. Mattress pads may be made in the same way. —Mrs. J. C. P., District of Columbia.

I know a family of three adult persons in which the following method of designating individual towels is found to be simple and satisfactory. One member uses all white towels, another has a woven border or other device worked in red thread and a third has her towels marked in blue. Nearly always they hunt for the towels in buying, that have red or blue borders; but if they like better those which are all white they mark part of them with blue thread and part of them with red in cross stitch or other simple design. —Mrs. F. P. P., Texas.

When clothes are unpacked and full of creases, hang on a line in the bathroom, close the window and doors and let the hot water run until the room is steamed. The creases will disappear. Let the clothes air before being hung in closets. —M. M., New York.

During a period of thirty years' housekeeping I have had much difficulty with breakfast rolls, which, when left on the doorstep in freezing weather, are hard to prepare for serving. If they are put into the oven uncovered, they are over-brown before warmed. My remedy is to hold the paper bag in which the rolls are delivered wet and the cold water faucet until thoroughly wet and then place in the oven. Care should be taken to roll the open end of the paper bag securely, so that no water can touch the rolls. Place in a hot oven, they will steam crisp and warm in a few minutes. —K. E. J., New Jersey.